

## Energy Footprint Tool Instructions

The Church in Wales has a target of net zero carbon by 2030. The Energy Footprint Tool is one of the tools that we have developed to monitor our progress. Using the energy use data of your church building(s), the Energy Footprint Tool calculates the amount of carbon (“the carbon footprint”) each building has produced over the previous calendar year. The calculation helps you to understand where you are starting from and how much progress you are making each year.

The tool is easy-to-use, available to all Church in Wales churches, and will assist us in reducing our impact on the climate.

### 1 Before you start

Please know that you will need the following information before you start:

- A figure for energy use for the previous **calendar** year.
  - o This can come in the form of kWh used, AND/OR cost (£).

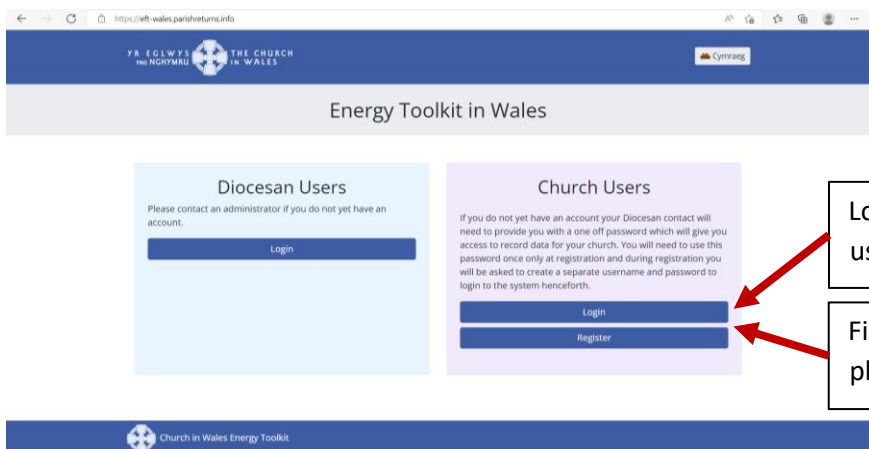
The following information is optional:

- Estimated size of the building (in metres squared). This information may already be entered for you.
- Estimated average number of people visiting the church (either in a week or across a year).
- Estimated number of hours a week the church is open.
- Estimated number of miles OR money claimed for work-related travel across the year.

### 2 Logging into the system

Please visit <https://eft-wales.parishreturns.info>

- The homepage will appear. Go to the Church Users section. First-time users, please register first.
  - o If you have forgotten your password, please contact your diocesan administrator and they can sent it to you.



The screenshot shows the homepage of the Energy Toolkit in Wales. The header includes the Church in Wales logo and the text 'YR EGLWYS YN WALES THE CHURCH IN WALES' and 'Cymraeg'. The main heading is 'Energy Toolkit in Wales'. Below this are two main sections: 'Diocesan Users' and 'Church Users'. The 'Diocesan Users' section has a 'Login' button. The 'Church Users' section has 'Login' and 'Register' buttons. Two callout boxes with red arrows point to the 'Login' and 'Register' buttons in the 'Church Users' section. The first callout box says 'Login in with your username and password' and the second says 'First-time users, please register first'. At the bottom of the page is a footer with the Church in Wales Energy Toolkit logo and text.



The screenshot shows the registration page for the Church in Wales Energy Toolkit. The page title is "Register". The form includes the following fields and callouts:

- Username:** A text input field with a callout: "Create a Username of your choice". Below the field, it says "Required. 150 characters or fewer. Letters, digits and @/!+/-\_ only."
- First name:** A text input field with a callout: "Input your name and email".
- Last name:** A text input field with a callout: "Input your name and email".
- Email address:** A text input field with a callout: "Input your name and email".
- Password:** A text input field with a callout: "Create a password to access the EFT". Below the field, it lists requirements:
  - Your password can't be too similar to your other personal information.
  - Your password must contain at least 9 characters.
  - Your password can't be a commonly used password.
  - Your password can't be entirely numeric.
- Password confirmation:** A text input field with a callout: "Enter the Building password - the eight-digit code – that was sent to you for your church". Below the field, it says "Enter the same password as before, for verification."
- Building password:** A text input field with a callout: "Enter the Building password - the eight-digit code – that was sent to you for your church". Below the field, it says "Enter the one-off password given to you by your Diocese to grant you access to your building."

A "Submit" button is located at the bottom of the form. The footer of the page reads "Church in Wales Energy Toolkit".

- Previously registered, click "Login" to enter or view your data and enter your details.
- The Church Dashboard page will appear.

The screenshot shows the "Church Dashboard" page. The page title is "Church Dashboard". The dashboard includes the following sections and callouts:

- Energy Usage for Test Church 01:** A section with a progress bar showing "0% complete" and "Not Submitted". A callout points to this section: "Indicates % of EFT completed and whether the data entered has been submitted to the system". Below the progress bar is an "Enter Data" button, with a callout: "Click 'Enter Data'".
- Church Details:** A table showing the following information:
 

Name	Test Church 01
Category	Church
Diocese	Test Diocese
Town	

- Click "Enter Data".

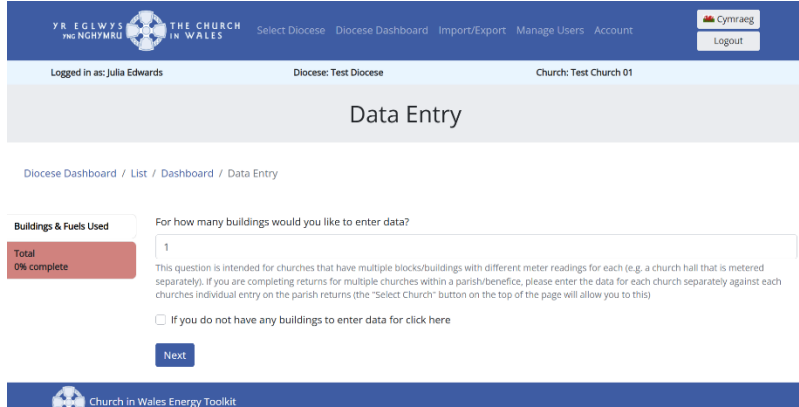


### 3 Entering your data

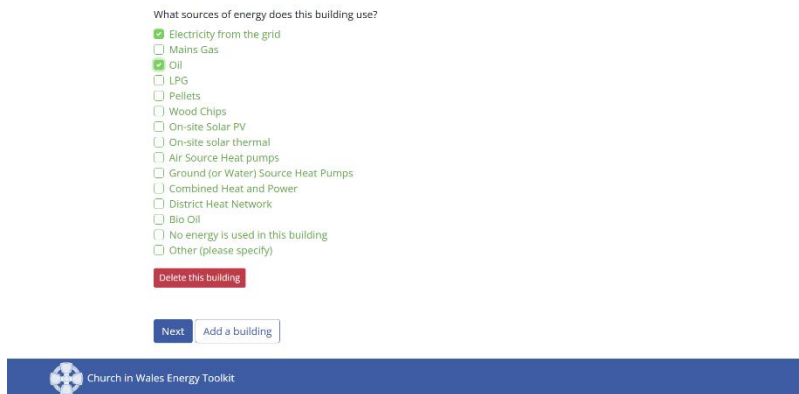
You can now start to enter the following data:

#### Buildings and Fuels Used

- The first question asks: “For how many buildings would you like to enter data?”. This is if you have multiple buildings or blocks, with different meter readings for each. This will multiply the form to allow you to enter your data for the different buildings/blocks.



- Next, enter **all** the sources of energy that the building uses, you can click more than one option. In the worked example, the church uses oil and electricity as sources of energy.



#### Energy Usage

On the ‘Energy Usage’ page, please enter the relevant energy information about your energy company and where possible energy use for the previous calendar year (in kWh, Cubic Metres, 100s Cubic Feet or litres annually, or the cost of the annual energy type in £).



Diocese Dashboard / List / Dashboard / Data Entry

Buildings & Fuels Used

Main - Energy Usage  
0 of 6 complete 0%

Main - Building Size  
0 of 1 complete 0%

Total  
0 of 7 complete 0%

Primary heating fuel

Electricity from the grid

Oil

Electricity Questions

Electricity supplier ?

Ecotricity - Green Electricity tariff

Octopus (Own Bulb and Shell Energy Retail) - all tariffs

100Green (previously Green Energy UK) - Sparking tariff

100Green (previously Green Energy UK) - EKO tariff

100Green (previously Green Energy UK) - Tide tariff

Good Energy - Standard Variable tariff

Opus Energy - Advance Plus tariff

Engie UK - UK Green Plus tariff

Engie UK - Green Select tariff

Smartest Energy - Traceable Renewable Supply tariff

SSE (Business Energy) - SSE Protect tariff

SSE (Business Energy) - SSE Choice tariff

SSE (Business Energy) - SSE Shaping tariff

SSE (Business Energy) - SSE Cash Out tariff

SSE (Business Energy) - Green Journey tariff

EDF - Clean Renewable tariff

EDF - Select Renewable tariff

Scottish Power - Simply Green Energy tariff

Total - Parish Buying Green Energy tariff

Other

Unknown

Please specify

Please specify

Electricity purchased (kWh)

5000

Enter total units for the year (kilowatt-hours) in this field, or total spend in the next field, or both. Include only electricity purchased from the grid, not generated on site.

Cost of electricity (£)

Cost of electricity (£)

Enter total spend (inclusive of any standing charges, VAT, etc) in the year in this field, and/or kWh in the previous field - only purchased electricity, not generated on site.

Oil Questions

Oil purchased (litres)

500

If church uses oil, total volume during the year (litres).

Cost of oil (£)

Cost of oil (£)

Quantity can be entered (above) and/or cost (here). Cost is total spend (inclusive of any standing charges, VAT, etc) during the year.

How often do you purchase oil? Did you purchase any oil during this EFT year? If not, give reasons why not.

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Notes

Notes

Use this field if you need to add context to any of the information provided in this form - for example to note if your church was closed for a period during the year or you have changed your heating system.

**Worked example:**

Unknown supplier

5000 kWh electricity

**Worked example:**

500 litres oil

## Building Size

- On this page there are optional demographic information asked about the building.
- **Building footprint** (square metres).
  - o This will be prepopulated for most churches.
  - o If this is not prepopulated, please feel free to estimate the size of the building.
    - The average church size is around 400m<sup>2</sup>
    - A large church is around 650-1200m<sup>2</sup>
    - A small church is around 100-250m<sup>2</sup>
- **Average attendance.** o Enter average attendance for usual Sunday and weekday services. Indicate number of other church users in a typical week.
  - **Please remember, this just needs to be an estimate or best guess, please do not spend too much time on this!**
- **Number of hours church is open in an average week.** o There are 168 hours in a full week. Even if your church is open 24 hours a day, indicate the number of hours it is used rather than just unlocked.



- o Again, please do not spend too much time on this, an estimate or best guess is more than enough.

The following section is optional, but is intended to help churches put their energy use into context by allowing them to get a sense of whether their church emits "a little" or "a lot" of carbon relative to its size and patterns of usage. Complete this section if you would like a graph for building usage as part of your results summary.

Building footprint (sq metres)	<input type="text" value="200"/>
Usual Sunday attendance (persons)	<input type="text" value="40"/>
Usual Weekday attendance (persons)	<input type="text" value="20"/>
Please enter a ballpark estimate of the total number of other church users (e.g. attendees of church/community groups, classes, special services, casual visitors) in a typical week	<input type="text" value="50"/>
Number of hours church is open in an average week <a href="#">?</a>	<input type="text" value="11"/>

**Worked example:**

- 200 sq metres
- 40 usual Sunday attendance
- 20 usual weekday attendance
- 50 other church users
- 11 hours church is open

- **Work-Related Travel Expenses.** o Whether any work-related travel expenses claims were made in the past year.
  - o If yes, how much? – The answer can be given in either Number of Miles or Cost Claimed (£).
  - o Again, if the information is not easily found/known, please do not spend too much time on this question and either guess or leave it blank.

#### 4 Results Page

During the completion of the EFT it is possible to save and return to your submission later.

- Once you are satisfied that all your data are entered, click the 'submit' button to submit your EFT return. **Please remember to click "Submit" at the top of the page!**

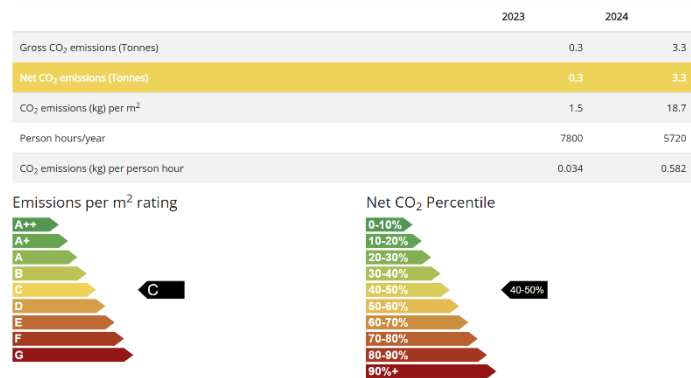
The screenshot shows the 'Church Dashboard' for 'Test Church 01'. The 'Energy Usage for Test Church 01 in 2021' section is highlighted, showing a '100% complete' status and 'Not Submitted' label. Below this are three buttons: 'Enter Data', 'Submit', and 'Reset Data Entry'. A red arrow points from a text box to the 'Submit' button. The text box contains the instruction: 'When satisfied that all your data are entered, please click "Submit"'. Below the energy usage section, there is a 'Church Details' table with the following information:

Church Details	
Name	Test Church 01
Category	Church



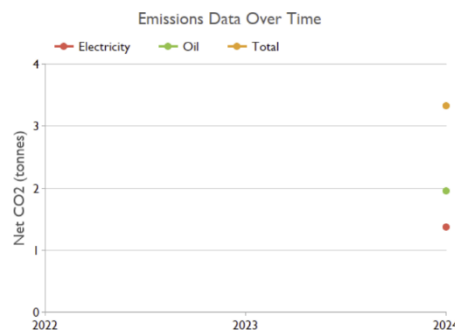
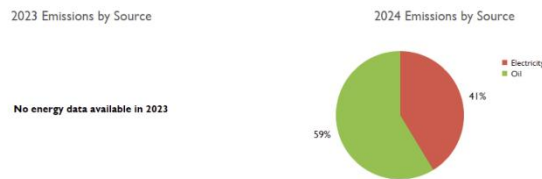
- Gross CO2 emissions (tonnes): The total number of emissions attributed to the energy used by that building.
- Net CO2 emissions (tonnes): The total number of emissions attributed, minus the emissions attributed by certified green/renewable suppliers.
- Reported Offset (tonnes): The number of emissions reported as offset by the energy suppliers.
- Emissions per m2 rating: Equivalent to national Display Energy Certificates for public buildings.
- Net CO2 Percentile: Where your net footprint lies alongside all churches within the Church.

**Worked example:**



**Emissions Data**

*The carbon emissions calculated in these charts only include buildings that have been reported through the EFT survey.*



**5 What's Next?**

Now that you have calculated and submitted your carbon footprint, this section outlines some resources and advice where you can get additional information.

